

Mattermost (MM): FOUO Messaging for the Enterprise

Developed by the DoD LevelUP Platform One (P1) Team

What is Mattermost (MM)? It's a secure collaboration tool very similar to SLACK, a commercial standard for workplace collaboration. The difference is that **DoD MM allows FOUO/PII/CUI in private channels and direct messages.**

Why use MM?

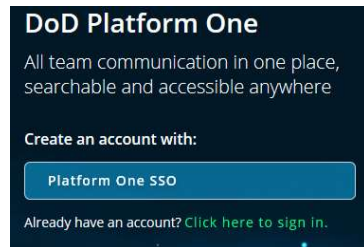
- Communicate & access FOUO work on your personal computer or phone, or any AFNet device, without a VPN

How to Sign Up:

You'll need a computer, internet access, a CAC, and any .mil email account

1. Use the link below to register for the AOC Workspace:

Registration Link: https://chat.collab.cdml.af.mil/signup_user_complete



DoD Platform One
All team communication in one place, searchable and accessible anywhere

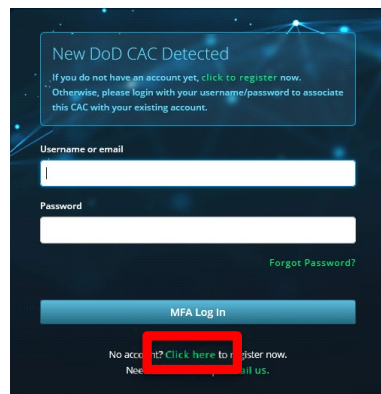
Create an account with:

Platform One SSO

Already have an account? [Click here to sign in.](#)

2. Click "Platform One SSO", then "Click Here" to register a new account:

*Ex: If your email is eddard.stark.3@us.af.mil, your username should be **eddard.stark.3**.*



New DoD CAC Detected
If you do not have an account yet, click to register now.
Otherwise, please login with your username/password to associate this CAC with your existing account.

Username or email

Password

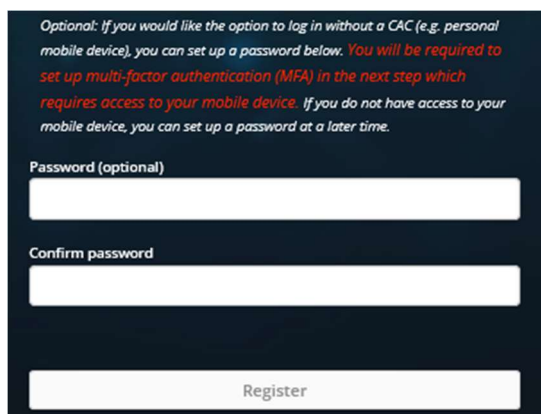
[Forgot Password?](#)

MFA Log In

No account? [Click here to register now.](#)

3. Fill out the registration form – Only enter a password if you require Mobile phone/tablet login

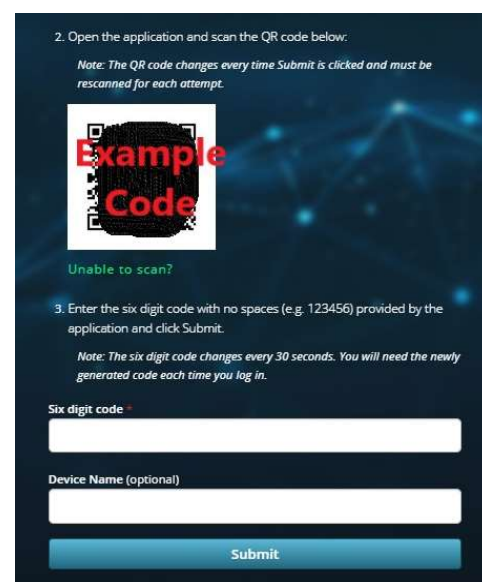
- If you require mobile phone access, download the "Mattermost App" and "Google Authenticator" now from your app store on your mobile device
- If you enter a password for mobile access, you will be prompted to scan a QR code after you click register. Enter the 6 digit code from Google Authenticator before it expires.



Optional: If you would like the option to log in without a CAC (e.g. personal mobile device), you can set up a password below. You will be required to set up multi-factor authentication (MFA) in the next step which requires access to your mobile device. If you do not have access to your mobile device, you can set up a password at a later time.

Password (optional)

Confirm password



2. Open the application and scan the QR code below:

Note: The QR code changes every time Submit is clicked and must be rescanned for each attempt.

Example Code

Unable to scan?

3. Enter the six digit code with no spaces (e.g. 123456) provided by the application and click Submit.



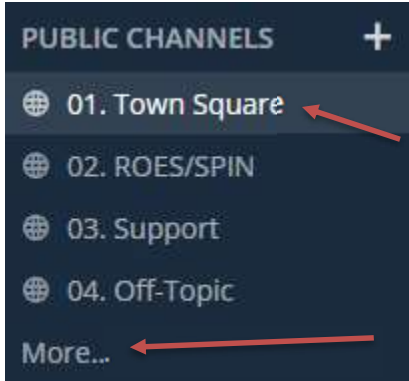
Note: The six digit code changes every 30 seconds. You will need the newly generated code each time you log in.

Six digit code

Device Name (optional)

4. **Check your email for a verification link.** *If you don't get one, go back to Step 1 and start over*

5. **Once you're in, set up your account:**

Account Settings	Add more Teams (Optional)	Join the right Channels
 <p>Account Details: https://login.dsop.io</p> <p>Full Name First = First Last = Last (Unit) example: "Ned Stark (436 AW)"</p> <p>Username: first.last.# Unit: "Job Title, Rank, Unit" Profile Picture: Optional</p>	<p>Click on the + on the far left.</p>  <p>Teams are only created at The Wing (or higher) level. Examples:</p> <ul style="list-style-type: none"> - USAF-MAF - Welcome (Platform One Q&A) - USAF-618AOC-MOD 	<p>First, join any public channels you'd like (No FOUO in public channels)</p>  <p>To join the appropriate Private Channels, DM your unit admin or create a post in Town Square</p>

6. **Join the Workspace!**

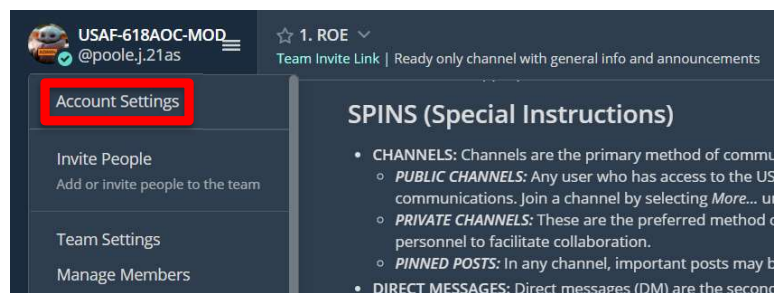
This is the link you'll use to access the AOC team on your browser:

USAF-AMC (AMC Staff): https://chat.collab.cdl.af.mil/signup_user_complete/?id=qh6xyqk11tnu9yf6osoyany11w

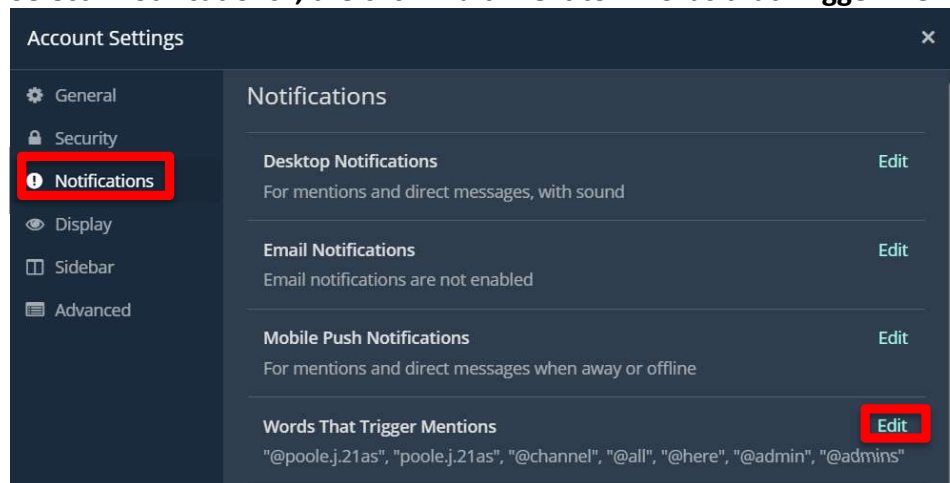
USAF-618AOC-MOD (AOC): https://chat.collab.cdl.af.mil/signup_user_complete/?id=pqnai1cpcinpdjo3a1f5c51xor

7. **Enable Notification Triggers**

Click the "Hamburger Menu" in the top left corner > "Account Settings"



Select "Notifications", then click "Edit" next to "Words that Trigger Mentions"



Enter your desired trigger tags separated by commas, then click "Save"

Words That Trigger Mentions

- ☐ Your case sensitive first name "Justin"
- ☒ Your non-case sensitive username "poole.j.21as"
- ☒ Channel-wide mentions "@channel", "@all", "@here"
- ☒ Other non-case sensitive words, separated by commas:

@ddo,@1C3

Mentions trigger when someone sends a message that includes your username ("@poole.j.21as") or any of the options selected above.

Save

Cancel